



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND
4700 KNOX STREET
FORT BRAGG, NC 28310-5000

by the FORSCOM, DCS G-6,
Publications Officer and will expire
16 MAR 2014.

AFPE-HR

16 MAR 2012

MEMORANDUM FOR Chiefs, Coordinating and Special Staff Agencies

**SUBJECT: FORSCOM Deputy Commanding General Policy Memo 2,
Headquarters (HQ), United States Army Forces Command (FORSCOM) Dress and
Appearance Policy**

1. Purpose: To identify specific items of clothing, jewelry, and fashionable items that are part of current culture which are now prohibited in the workplace. These items do not contribute to a safe, secure, professional, and productive environment for fellow employees assigned to HQ, FORSCOM. Policy remains in effect until superseded or rescinded.

2. Policy:

a. Personal appearance, dress, and grooming are important. Employees are expected to maintain a level of dress and appearance in accordance with this policy and Department of the Army (DA) standards, which provide that employees are expected to maintain a personal appearance appropriate for the type work required.

b. Employees are expected to maintain suitable attire and appearance during normal working hours or when representing HQ FORSCOM. A good, clean appearance bolsters one's poise and self-confidence and enhances the HQ, FORSCOM image.

c. While working in your assigned place of duty, the standard of dress and appearance required shall usually be no less than business casual. This means no flip-flops, sweat shirts or other gym or athletic uniforms or attire, shorts, tank-tops, halter tops, excessively low-cut blouses, or see-through shirts or blouses (without appropriate lining such as a T-shirt, tank top or camisole underneath) may be worn.

d. Clothing (including head and foot gear) with slogans, drawings, or language which can be construed as lewd, obscene, profane, sexually suggestive, or are racially and/or sexually offensive, or which advocates or glorifies the use of illegal drugs or other unlawful conduct, is not appropriate. Clothing must be non-disruptive and non-offensive to the work environment, and allows work to be performed safely.

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e. All clothing must be without holes or tears, whether caused by normal wear or already included when the garment is purchased. The requirements in paragraph 2c above must always be met.

f. Personal appearance should be a matter of personal concern for each employee. Employees who violate dress code standards may be subject to appropriate corrective action.

g. While generally accepted jewelry such as pierced earrings and studs are permissible, NO studs, grills, hoops or other objects may be worn in piercings including but NOT limited to the nose, chin, eyebrows, cheek, or lips/mouth, during assigned work hours. Small, non-obtrusive tongue piercings are permissible, so long as they are not visible in the workplace.

h. While these dress restrictions apply to HQ, FORSCOM, it is understood that certain directorates or staff sections may have special duty-related dress requirements, such as ties and sports coats, during hearings, appropriate dress requirements for inspections and briefings/presentations. Therefore, office dress policies appropriate for mission requirements more restrictive than those included herein may be established at the directorate or special staff level subject to any and all applicable statutory bargaining obligations.

3. For management officials with questions or requesting further guidance regarding this policy, contact Mr. Kevin J. Slider, Labor Officer, Deputy Chief of Staff, G-1 Human Resources Division, 910-570-5121. For bargaining unit employees with questions or requesting further guidance, please contact AFGE Local 1770 at 910-396-1750.


HOWARD B. BROMBERG
Lieutenant General, USA
Deputy Commanding General/
Chief of Staff